

Focus: Division of Personnel DIR	State of Alaska Department of Administration Division of Personnel <u>Policies and Procedures</u>
Topic: Issuing Policy & Procedure 10130 POL	Effective Date: 12/28/05 Supercedes: SOP 11 Division Procedures Section II
Authority: AS 39.25.050	
Link(s): DIR 10110 POL DIR 10110 PRO DIR 10110 FRM	DIR 10120 POL DIR 10120 PRO DIR 10120 CHK SPR 10130 PRO

POLICY:

The Director of the Division of Personnel has final approval of all division policy and procedure and determines the implementation date of finalized policies and procedures.

The division's Statewide Planning and Research function is responsible for publishing finalized policies and procedures and for notifying affected parties of the publication.

DEFINITIONS:

Policy: a governing principle established at an executive level, which mandates or constrains action, has consistent system-wide application, and sets a course, which changes infrequently.

Procedure: a set of effective and logical interrelated steps that implement a policy.